

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for March 13, 2019*

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:22 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

**Committee Members:**

**Kimberley Perondi**, for Barbara K. Cegavske, Secretary of State – Present

**Kathryn Etcheverria**, Governors Appointee – Present

**Sarah Bradley**, for Aaron Ford, Nevada Attorney General – Excused

**Sara Martel**, State Records Manager, for Tod Colegrove, Division Administrator, Nevada State Library, Archives and Public Records – Present

**Maureen Martinez**, For Deonne Contine, Director of the Department of Administration – Present

**Alisanne Maffei**, for David Haws, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Bobbie Church**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Lewis Martin**, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

None

**2: Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chair.

There was no public comment made.

**3: Attachment A. Review and Approve the Minutes for January 16, 2019**

<b>Discussion and Vote:</b>
The minutes were approved as presented. The motion was made by Sara Martel and the second was by Kathryn Etcheverria. The vote was unanimous.

**4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

**1. EDU: Office of Career Readiness, Adult Learning and Education Options (CRALEO)**

**A. Title:** *Compliance Review for Federal Funding Accessibility*

**RDA:** 2018033

**Description:**

*These records document civil rights Local Education Agency (LEA) compliance monitoring. The records may contain but are not limited to: compliance reports, voluntary compliance plans, photographs of facilities, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) federal fiscal years from the end of the federal fiscal year in which the review was completed.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

**Justification for New RDA 2018033:**

A current schedule does not exist for this record series. Per the agency the justification for the records retention is found in: Unified Grant Guidance 2 CFR § 200.333 – which has a three-year retention requirement for records. The agency has indicated they destroy securely all documents per their policies and procedures.

**B. Title:** *Quality Program Reviews*

**RDA:** 2018034

**Description:**

*These records document the Quality Program Standards and Review requirements per NAC 389. The records may contain but are not limited to: annual reports, on-site reports, requests, request logs, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for six (6) school years from the end of the school year in which the review was completed.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

**Justification for New RDA 2018034:**

A current schedule does not exist for this record series. Per the agency, the Quality Program Reviews for each high school in the state are completed every five years, the additional year will allow for the new review to be completed prior to disposition. The agency is required to maintain the most current report for the school when it comes time to review their programs again for effectiveness and quality. The agency has indicated they shred all documents per their policies and procedures.

**Discussion and Vote:**

The proposals in Attachment B were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

**5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules**

**1. Agriculture: Food and Nutrition Division, Dairy Commission**

**A. Title:** Audit Files

**RDA:** 1991515

**Description:**

***These records document*** ~~This record series consist of the~~ audit reports of distributors of dairy products in the State of Nevada. The ***records*** ~~files~~ may include but are not limited to: findings, recommendations and responses to audit findings, ***associated documentation, and related correspondence.***

**Authorized Retention:**

~~Retain these records for a period of three (3) fiscal calendar years from the fiscal year to which they pertain.~~ ***end of the fiscal year in which the audit was conducted.***

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Modification and Transfer of RDA 1991515:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. The audit report is conducted on a fiscal cycle not a calendar cycle. Staff recommends removing “fiscal year to which they pertain” and replacing it with “end of the fiscal year in which the audit was conducted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**B. Title:** Cost Files

**RDA:** 1996115

**Description:**

***These records document*** ~~This record series is the Statement of Unit Costs (DC-1A) of dairy products used by the State Dairy Commission in accordance with NRS 584.395 to obtain and have on file current cost information before consideration of a license application or renewal of an existing license. The records files may include but are not limited to:~~ information on: product, brand/label, manufacturer, size, unit case, percent of butterfat, acquisition cost, transportation and delivery, handling and storage, general and administrative and sales costs, ~~Return On Investment (R.O.I.) costs, marketing area and zones,~~ ***associated documentation, and related correspondence.***

**Authorized Retention:**

Retain ~~these records for a period of three (3) calendar years from the date submitted~~ ***from the end of the calendar year in which the cost file was submitted.***

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Modification and Transfer of RDA 1996115:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing “from the date submitted” and

replacing it with “from the end of the calendar year of in which the cost file was submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** Dairy Products Remittance Reports

**RDA:** 1991507

**Description:**

***These records document*** ~~The Dairy Products Remittance Report is used by the State Dairy Commission for the assessment of dairy products throughout the State of Nevada, NRS 584.630 and 584.633. The report (filled out by marketing area) must be filed by a distributor who is subject to any stabilization and marketing plan as established~~ ***by the Department of Agriculture Commission. The Products Imported Report is used by the State Dairy Commission for the accounting of dairy products imported into Nevada by Nevada Processing Plants. The records files may include but are not limited to: assessments on fluid milk and cream, sour cream, yogurt, butter, cottage cheese, ice cream/ novelty’s, and frozen mix, associated documentation, and related correspondence.***

**Authorized Retention:**

Retain ~~these records for a period of three (3) calendar years from the date of the report~~ ***the end of the calendar year in which the report was submitted.***

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Modification and Transfer of RDA 1991507:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing “from the date of the report” and replacing it with “the end of the calendar year of in which the report was submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Price Files

**RDA:** 1996116

**Description:**

***These records document*** ~~This record series contains price files of all distributors~~ ***of dairy products in Nevada with associated documentation and related correspondence.***

**Authorized Retention:**

Retain ~~these records for a period of three (3) calendar years from the date of the list.~~ ***end of the calendar year in which the list was produced.***

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Modification and Transfer of RDA 1996116:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing “date of the list.” and replacing it with “end of the calendar year of in which the list was produced.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**E. Title:** Usage Reports

**RDA:** 1991508

**Description:**

***These records document*** ~~This record series is the Distributor's Monthly Usage Report~~ ***of dairy products*** and is the Schedule of Products Processed ~~used by the State Dairy Commission~~ for the accounting of receipts, production, losses and usage of dairy products, ***with associated documentation and related correspondence.***

**Authorized Retention:**

Retain ~~these records for a period of three (3) calendar years from the date on the usage report.~~ ***end of the calendar year in which the report was submitted.***

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Modification and Transfer of RDA 1991508:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record for this series will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). The agency is aware of the request to transfer and agrees. Staff recommends removing “date on the usage report.” and replacing it with “the end of the calendar year in which the report was submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

## **2. Agriculture: Food and Nutrition Division**

### **A. Title: Program Appeals and Reviews**

**RDA: 2009069**

#### **Description:**

These records document the review of sponsor programs and/or appeals of denial of an application for participation, denials of sponsor's request for advance payment, **and** denials of sponsor's claims; ~~(etc.) for~~ **all food programs overseen by the Nevada Department of Agriculture.** ~~the Summer Food Service Program, Child and Adult Care Food Program and other programs sponsored by the Office (See 7 CFR Part 225 and Part 226).~~ The records may contain but are not limited to: Application with related supportive documentation,; Copies of accounting records,; ~~H~~hearing documents including notices, recordings, written decisions ~~etc.~~; ~~P~~program reviews with associated documentation, **associated documentation, and related correspondence.** ~~and; Related correspondence.~~

#### **Authorized Retention:**

Retain ~~these records for a period of three (3) calendar~~ **federal fiscal** years from the **end of the federal fiscal year in which the appeal or review was finalized.** ~~date of the final determination of the appeal or review.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal needs.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

#### **Justification for Modification of RDA 2009069:**

Agency advises of the correction to the retention statement to federal fiscal not calendar years. Staff recommends removing “date of the final determination of the appeal or review.” and replacing it with “end of the federal fiscal year in which the appeal or review was finalized.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

### 3. EDU: Office of Career Readiness, Adult Learning and Education Options (CRALEO)

A. **Title:** Adult Basic Education Program Files

**RDA:** 1987013

**Description:**

These records document the Adult Basic Education Program (See 34 CFR Part 461). The records may contain but are not limited to: ~~P~~**program plans**, ~~A~~**associated documentation**, and ~~R~~**related correspondence**.

**Authorized Retention:**

Retain ~~these records for a period of three (3) federal~~ **fiscal** years from the end of the **federal** fiscal year ***in which the grant period ended.*** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

**Justification for Modification of RDA 1987013:**

Staff recommends removing “to which they pertain.” and replacing it with “federal fiscal year in which the grant period ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

B. **Title:** Career and Technical Education Program Files

**RDA:** 1987005

**Description:**

These records document the Carl D. Perkins Career and Technical Education Program (See 34 CFR Part 403). The records may include but are not limited to: ~~P~~**program** ~~P~~**plans**, ~~A~~**associated documentation**, and ~~R~~**related C**~~orrespondence~~

**Authorized Retention:**

Retain ~~these records for a period of three (3) federal~~ **fiscal** years, from the end of the **federal fiscal** year ***in which the grant period ended.*** ~~grant period to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of



Career, Readiness, Adult Learning, and Education Options.

**Justification for Modification of RDA 1987005:**

Staff recommends removing “grant period to which they pertain.” and replacing it with “federal fiscal year in which the grant period ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** Career and Technical Student Organizations File

**RDA:** 1987008

**Description:**

~~*These records*~~ These records are used to administer and document state sponsored youth organizations of national vocational school clubs. The records may contain but are not limited to: ~~A~~ annual reports, ~~M~~ meeting minutes, ~~S~~ scrapbooks, journals, albums, histories, etc.; Awards; ~~Similar~~ *associated* documentation, and ~~R~~ related correspondence. ~~Note: fiscal records should be retained according to the General Records Retention and Disposition Schedules.~~

**Authorized Retention:**

Retain ~~these records~~ for a period of three (3) ~~Academic~~ *school* years from the end of the ~~academic~~ *school year in which they were submitted.* ~~to which they pertain.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative and archival needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

**Justification for Modification of RDA 1987008:**

Staff recommends removing “to which they pertain.” and replacing it with “in which they were submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. The records retention system does not have a definition for “academic” the term is being modified to “school” in order to be consistent with the retention system.

**D. Title:** ~~C.E.D.~~ *High School Equivalency* Administration Files

**RDA:** 1987011

**Description:**

These records document the administration of testing centers and investigate loss of material and security problems. The records may contain but are not limited to: ~~T~~ test loss and irregularities documentation, ~~A~~ associated documentation, and ~~R~~ related correspondence.

**Authorized Retention:**

Retain ~~these records~~ for a period of three (3) calendar years ~~after~~ *from* the end of the calendar year *in which the investigation was completed.* ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

**Justification for Modification of RDA 1987011:**

Staff recommends removing “to which they pertain.” and replacing it with “in which the investigation was completed.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**E. Title:** Distance Education Course Approval Files

**RDA:** 2009056

**Description:**

These records document the review and approval or denial of courses for the State Distance Education Program (See NRS 388.834 and 388.838 and NAC 388.820 to 388.825). The records may contain but are not limited to: ~~A~~ applications and associated documentation (including renewals); ~~A~~ approval/denial documentation, and ~~;~~ ~~R~~ related correspondence

**Authorized Retention:**

Retain these records for **four (4)** ~~a period of three (3)~~ federal fiscal years from the ***end of the fiscal year in which the*** ~~expiration of the approved~~ **the** course ***expired*** or date of denial.

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning, and Education Options.

**Justification for Modification and Transfer of RDA 2009056:**

The Office of Career, Readiness, Adult Learning and Education Options (CRALEO) is no longer the office of record for the series. The office of record is now the Office of Standards and Instructional Support. In reviewing the NAC for this series, the files must be maintained for the standard three-year period for auditing purposes and course approvals are effective for a period of three years. It is recommended that the retention be amended to 4 years since these are completed in both January and July. There would be some instances where a report would only be kept for 2.5 years and not the required 3 years if destroyed in July. Extending the retention to four years will insure the full audit cycle and avoid any possibility of the records being destroyed before the complete three years has lapsed. The agency is aware of and agrees with the request to transfer and

the modifications. The addition of the phrase “from the end of the fiscal year in which” is in keeping with recommended business practices and adherence to Record Center policies. This allows state agencies to maintain consistency in the disposition of the records. A uniform policy across all schedules establishes the ability of the public to anticipate which records would be available at the time of their request. Publications are not official records and should not be on the retention schedule. Proposed description changes are for grammatical consistency. Staff recommends removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

<b>Discussion and Vote:</b>
The proposals in Attachment C were approved as presented. The motion was made by Sara Martel and the second was by Maureen Martinez. The vote was unanimous.

## **6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

### **1. Education: Office of Career Readiness, Adult Learning and Education Options (CRALEO)**

**A. Title:** ~~G.E.D. Official Reports of Test Results~~

**RDA:** 1987011

#### **Description:**

~~These are the records of individuals who have received General Education Development Certificates prior to 2002 under the supervision of the State Board of Education (See NRS 385.445 et seq.). The record includes but is not limited to: Test results; Official Transcripts~~  
~~Note: Since 2002, GED test have been scored by the Oklahoma Scoring Service (OSS) and maintained on an international database, which has been approved by the State Board of Education in accordance with NAC 385.404. All of the old paper based records have been imaged and microfilmed with a copy sent to the State Archives.~~

#### **Authorized Retention:**

~~Retain these records for a period of fifty (50) calendar years from the date of the test.~~

#### **Recommended Disposition:**

~~Destroy Securely~~

#### **NSLAPR staff recommendation:**

Delete This RDA

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning and Education Options.

#### **Justification for Deletion of RDA 1987011:**

G.E.D. Official Reports of Test Results are not administered by the Office of Career, Readiness, Adult Learning and Education Options (CRALEO). They are administered by a third-party vendor,

the Oklahoma Scoring Service (OSS). All previous records have been transferred. All request to the agency for records are referred to OSS.

**B. Title: ~~Requests for Transcripts~~**

**RDA: 2009057**

**Description:**

~~These records document requests for GED transcripts from the records maintained by the Department of Education (See RDA 1987011) and from the OSS database. The records may contain but are not limited to: Requests (includes personal identifying information); Request Log, and; Related correspondence~~

**Authorized Retention:**

~~Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete This RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Education Office of Career, Readiness, Adult Learning and Education Options.

**Justification for Deletion of RDA 2009057:**

Requests for Transcripts are not administered by the Office of Career, Readiness, Adult Learning and Education Options (CRALEO). They are administered by a third-party vendor, Oklahoma Scoring Service (OSS). All previous records have been transferred. All request to the agency for records are referred to OSS.

**2. Agriculture: Food and Nutrition Division, Dairy Commission**

**A. Title: ~~Application Files—Not Approved~~**

**RDA: 1998035**

**Description:**

~~These record series of license files that have not been approved by the State Dairy Commission. The files may include but are not limited to: applications with associated documentation, licenses that have been withdrawn or denied, etc.~~

**Authorized Retention:**

~~Retain these records for a period of eight (8) calendar years from date of closure, denial or withdraw of the application.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete the RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Deletion of RDA 1998035:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025 "Licensing: Professional and Occupational Licensing- Disciplinary". The agency is aware of the request to delete and agrees.

**B. Title:** ~~Complaint and Disciplinary Files~~

**RDA:** 1998037

**Description:**

~~This record series consists of complaints against distributors in the State of Nevada. The files may include but are not limited to: a list of violations against the distributor, copies of court documents, auditor's comments, fine amounts, notes and decrees from the Commission from administrative hearings, correspondence and other related documents.~~

**Authorized Retention:**

~~Retain these records for a period of eight (8) calendar years from the close of the investigation or complaint.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete the RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Deletion of RDA 1998037:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application", RDA 2014205 "Licensing:

Professional and Occupational Licensing- Renewal”, and RDA 2018025 “Licensing: Professional and Occupational Licensing- Disciplinary”. The agency is aware of the request to delete and agrees.

**C. Title:** ~~Distributor's License Files~~

**RDA:** 1998036

**Description:**

~~This record series consists of the license files of distributors permits for processing facilities (see NRS chapter 584). The files may include but are not limited to: application with supportive documentation, price lists, amendments to a license, corporate officer's address listing, copies of contracts, correspondence and other related documents.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the expiration or cancellation of the license.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete the RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Deletion of RDA 1998036:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 “Licensing: Professional and Occupational Licensing- Application”, RDA 2014205 “Licensing: Professional and Occupational Licensing- Renewal”, and RDA 2018025 “Licensing: Professional and Occupational Licensing- Disciplinary”. The agency is aware of the request to delete and agrees.

**D. Title:** ~~Files—Milk~~

**RDA:** 1990452

**Description:**

~~This records series contains licensing files for producers of milk and milk products. The files may include but are not limited to: a copy of the application, the sanitarian's inspection report, in-coming and out-going correspondence, inter-office memos, lab reports, fee invoices and similar information~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the expiration of the license.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete the RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Deletion of RDA 1990452:**

AB 33 in the 2017 Legislative Session abolished the Dairy Commission and transferred the duties to the Nevada Department of Agriculture. The new office of record will be the Department of Agriculture, Food and Nutrition Division (schedule 40500). It is recommended this record series be deleted and the agency follow one or more of the following: General Schedule: RDA 2006059 “Licensing: Professional and Occupational Licensing- Application”, RDA 2014205 “Licensing: Professional and Occupational Licensing- Renewal”, and RDA 2018025 “Licensing: Professional and Occupational Licensing- Disciplinary”. The agency is aware of the request to delete and agrees.

**E. Title:** ~~Distributor Bonds~~

**RDA:** 1991517

**Description:**

~~This record series contains the surety bonds from distributors in Nevada in accordance with NRS 584.600.~~

**Authorized Retention:**

~~Retain these records for a period of five (5) calendar years past the final maturity of the bond.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete This RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Food and Nutrition Division.

**Justification for Deletion of RDA 1991517:**

Per the agency this function is no longer performed. All previous records have been destroyed per retention.

**Discussion and Vote:**

The proposals in Attachment D were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

**7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule**

<b>Discussion and Vote:</b>
As there were no action items, there was no discussion or vote.

**8: Attachment F. Discuss future agenda items:**

<b>Discussion:</b>
The committee discussed future agenda items to be brought before the Records Committee in a future meeting: Secretary of State: Elections, Department of Human Resources, and Office of the Governor: Budget.

**9: 2019 Legislative Session Updates**

<b>Discussion:</b>
The Records Committee was informed on 2019 Legislative Session Updates. The Records Committee discussed Blockchain technologies and how they could impact retention and disposition schedules.

**10: Public Comment**

Sara Martel announced a Public Records Forum training on April 17, 2019 in the Old Assembly Chambers of the Capitol Building. Sara Martel also announced plans for the 2019 Nevada e-Records Forum on October 17, 2019.

**11: Determine time of next meeting**

- The next meeting will be held April 10, 2019 at 1:15 pm in the Nevada State Library and Archives Board Room.

**12: Adjourn**

- The meeting was adjourned at 1:48 pm by the Chair, Kim Perondi.